

Publication of the agenda and the approximate times are a guide to, and not a limitation on, the activities of Trustees.

The Library Board of Trustees will participate in the June Board Meeting remotely through an online web-based meeting platform. Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time.

The Board meeting will be streamed live via Zoom at 3:30 p.m. on Tuesday, June 15, 2021. You may view the meeting from a PC, Mac, iPad, iPhone or Android device from the following link:

www.cob.org/lbot

Meeting ID: 916 8904 4189

Password: 7323

For Technical Assistance please contact Katie @ knbray@cob.org

Or join by phone:

Dial (for higher quality, dial a number based on your current location):

US: +1 253 215 8782 OR +1 669 900 6833 OR +1 312 626 6799 OR +1 929 205 6099

OR +1 346 248 7799 OR +1 301 715 8592

Webinar ID: 916 8904 4189 Password: 7323

Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org.

AGENDA

TIME (approx.)

- | | |
|--|-------|
| 1. Call to order and introductions | 2 min |
| 2. Approve/modify agenda | 1 min |
| 3. Public comment (from email)
Per Washington State Proclamation 20-28, in-person attendance at meetings is prohibited at this time. Please note there will be no public comment taken at the meeting. Instead, community members are respectfully asked and encouraged to submit comments by e-mail to librarytrustees@cob.org . | 2 min |
| 4. Consent agenda
All matters listed on the consent agenda are considered routine and may be approved in a single motion. A trustee may ask that an item be removed from the consent agenda and considered separately. <ul style="list-style-type: none">• Communications and FYI• Minutes: May 18, 2021: Regular board meeting• Library performance & activity measures: May 2021• Financial reports
Claims: May 2021
YTD report: May 2021 | 5 min |

5. Reports	10 min
<ul style="list-style-type: none"> • Board Chair • Library Board members • City Council liaison • Friends of Bellingham Public Library • Library Director 	
	Time check: 3:50
6. Reopening update	15 min
<ul style="list-style-type: none"> • Rebecca Judd, Director and staff 	
7. In-person meeting discussion	5 min
<ul style="list-style-type: none"> • Rick Osen, Board Chair 	
	Time check: 4:10
8. New business	3 min
9. Action items for next meeting	2 min
	Time check: 4:15
10. Adjourn	

**Next Regular Library Board Meeting: Tuesday, July 20, 2021 – 3:30 p.m.
Location: to be determined – Bellingham, Washington**

If you require a sign interpreter or other hearing accommodation, please allow the library 48 hours notice. Order of agenda items may be adjusted.

[New-look Bellingham library is accessible, digital-friendly | Bellingham Herald](#)

[LOCAL](#)

Bellingham Library sets opening date to show off benefits of \$2.5 million remodel

[BY ROBERT MITTENDORF](#)

MAY 26, 2021 05:00 AM,

UPDATED MAY 27, 2021 09:59 AM



Library assistant Natalia Froberg shelves books in the popular holds section at the Bellingham Public Library i Wednesday, May 19. The main floor of the library underwent a \$2.5 million remodeling project. Patrons can reserve materials online and they are placed alphabetically for easy pickup near the front entrance. ROBERT MITTENDORF *THE BELLINGHAM HERALD*

The Bellingham Public Library is scheduled to reopen June 7 after a 14-month pandemic closure, and patrons will see a first floor that's open and airy and embraces the Digital Age.

Since March 2020, library users have been limited to online services and curbside pickups of books, DVDs and other materials to limit the spread of COVID-19.

But inside the building, a \$2.5 million remodeling project for the building's 20,000-square-foot main floor pushed ahead last summer.

"There weren't many silver linings from the past year, but this was one," Library Director Rebecca Judd told The Bellingham Herald during a recent tour of the remodeling project, which was designed by RMC Architects of Bellingham.

"They've really brightened up this space. It's a world of difference," Judd said. "It's going to be nice to have people back in the building."

A new ceiling features LED lighting that replaces the harsh fluorescent tubes, and an expanded newspaper and magazine section allows more natural lighting through windows facing the rear lawn and City Hall.

Many of that section's tables have electrical plugs for connecting phones and laptop computers, while the upholstered chairs have built-in outlets and swing arms for laptops.

"That was one of the goals of the project, to put in as much power for charging laptops and devices," Judd said.

"The upstairs is more ADA-accessible in a couple of ways," she said.

Two all-gender accessible restrooms were added to the main floor, and counter tops and computer carrels are at a height suited for people who use wheelchairs, according to standards set by the Americans with Disabilities Act, Judd said.

And the passenger elevator was rebuilt.

Funding came from the city's general fund and the real estate excise tax, and furniture was provided by the nonprofit Friends of the Bellingham Public Library, Judd said.

As patrons enter the main floor from Central Avenue, they'll see a new corridor that leads directly to the book stacks, with two new study rooms and the Skillshare area for demonstrations and classes.

There's an expanded section for pickup of held material — a popular service, Judd said — and the teen section is now behind the main desk.

Possibly the most important new features aren't open to the public, but they are changes that ensure patrons get their books and other materials faster.

A rebuilt loading dock makes inter-library transfers easier and a computerized mechanical book sorter speeds the time it takes to check-in material and sort items that are requested at other Bellingham library branches or at locations in the Whatcom County Library System.

Bellingham City Council members saw the remodeled main floor recently and they have been getting progress reports as the opening date nears.

"It was a gem of our community before. It will be again," Councilman Gene Knutson said during a May 10 update on the project.

"This is one of our city's most well-loved resources," Councilman Dan Hammill said at a meeting Monday, May 24.

Bellingham's library is also one of the top libraries both statewide and nationally, in terms of per capita use, Judd told the council.

"The library is sixth in the state in circulation per capita," Judd told The Herald in an email. "Nationally, according to 2018 data, Bellingham Public Library is in the top 5% in circulation per capita when compared to all public libraries in the U.S. (It's in the) top 4% if you look at just towns with populations between 25,000 to 100,000."

That's with a \$5.3 million 2021 budget and 80 total employees, including part-time aides.

Judd said the current remodeling project is part of a [phased series of improvements](#) to the building, which opened in 1951.

A push to build a new library ended several years ago with plans to remodel and possibly expand the current building, she said.

Over the next several years, staff areas on the second floor will be revamped, followed by a makeover of the children's section downstairs.

Meanwhile, library use continues to grow, with 1.6 million materials loaned annually to 60,000 card holders, Judd told the council.

In 2019, the library's Central Avenue location and its branches in Barkley and Fairhaven saw 737,400 visits.

[On a typical day:](#)

- 1,699 hold requests are filled.
- Patrons borrow 5,475 books, eBooks, DVDs, and other items.
- Staff members answer 399 questions.
- Patrons log in for 224 public computer sessions.
- Some 2,218 patrons visits the three locations.
- 25 new library cards are issued.
- 94 people attend programs.





1 of 2

Library clerk Rob Werner carries books to the reference desk at the Bellingham Public Library Wednesday, May 19. The main floor of the library underwent a \$2.5 million remodeling project. In the background is the expanded periodicals section for magazines and newspapers, which features upholstered chairs that have electrical plugs and laptop swing-arms, and tables with surface-mounted electrical connections. ROBERT MITTENDORF *THE BELLINGHAM HERALD*



[ROBERT MITTENDORF](#)
[360-756-2805](tel:360-756-2805)

Robert Mittendorf covers civic issues, weather, traffic and how people are coping with the high cost of housing for The Bellingham Herald. A journalist since 1984, he's also a volunteer firefighter for South Whatcom Fire Authority.



By Rik Dalvit

Read all about it



Road to Reopening

Attend

What: Reopening of the Bellingham Public Library

When: 10:00 am Mon., Jun. 7

Where: 210 Central Ave.

Info: <http://www.bellinghampubliclibrary.org>

By Amy Kepferle

Wednesday, June 2, 2021

For the past year, the only signs of life I've seen in the front lobby of the Bellingham Public Library have come from masked employees retrieving brown paper bags full of reading, viewing and listening material and setting them on a table in front of the venue's outdoor stairway for pickup.

Their calm demeanor throughout the pandemic suggested it was easy to fill the requests of the 2,000 or so patrons who each week have made appointments as part of the library's COVID-safe, contact-free Curbside Holds Pickup Service. But nothing could've been further from the truth. The service required all available library staff to operate it, and a whole lot was taking place behind the scenes—including temporarily dismantling the Children's Library and lecture room on the lower level of the three-story building to make space for employees to organize and sort materials for pickup.

That move was necessary, because a whole lot of long-awaited remodeling happened during the shutdown. While staffers were busy following a carefully choreographed system that allowed them to distribute nearly 300,000 materials that kept books, CDs, DVDs and more circulating throughout the community from June 2020 to March 2021, the main floor got new walls and insulation, refreshed carpets and ceiling tiles, updated furniture and public work stations, and much more.

The road to reopening has been a lengthy one, but the wait will have been worth it. Recently, new workspaces on the main floor were completed, and staffers moved their desks and chairs up a level while the IT department got busy installing computers, phones and printers. Additionally, a new sorting room has been set up and is operating with an Automated Materials Handler to sort books and other materials more efficiently.

By the time the library reopens for limited in-person action on Mon., June 7, the Children's Library will have been put back together, the public elevator will have been replaced, new technology for staff and public computers will have been installed, and books and collections will have been moved back into their permanent homes on the library's main floor.

“Moving our collections work is a bit like a sliding puzzle with only one empty hole—one piece has to move before the next can take place,” says Jen Vander Ploeg, head of Public Services and Operations.

Starting on opening day, patrons will be able to see for themselves how the puzzle has been put together. For the first time in more than a year, those making it past the lobby will be able to browse shelves, pick up holds without making a prior appointment, and use the public computers. For now, seating areas, study rooms and meeting rooms will be unavailable, and curbside service will operate at reduced hours.

While reveling in being able to patronize the Bellingham Public Library once again, people should also be prepared to follow CDC and Whatcom County Health Department recommendations while perusing new reads and sussing out the changes that have occurred. It's the least you can do to thank the hardworking folks at the central library for keeping you stocked with books, movies, music and magic when the world shut down.

More ...

We'd love your feedback on Immersive Reader. Did content appear properly on this webpage?





**Regular Meeting of the Library Board of Trustees
Tuesday, May 18, 2021 – Zoom meeting
3:30 p.m.**

Minutes of Actions and Decisions of the Library Board of Trustees of the Bellingham Public Library as authorized by RCW 27.12.210 and SEC. 7.02 Charter of the City of Bellingham.

Board Members Present: Rick Osen, Jim McCabe, Rebecca Craven and Kristy Van Ness

Library Staff: Rebecca Judd, Annette Bagley, Bethany Hoglund, Jon McConnel, Jennifer Vander Ploeg, Katie Bray and Wendy Jenkins

Others Present: Forrest Longman, Deputy Finance Director; Hollie Huthman, City Council Liaison; Jennie Tuckerman, Friends of BPL Co-President

Call to order and introductions: Rick introduced the Friends new Co-President, Jennie Tuckerman, to the board meeting attendees. Regular session was called to order at 3:31 p.m. by Chair, Rick Osen.

Approve/modify agenda: Rick mentioned that the agenda will be adjusted to accommodate Deputy Finance Director Forrest Longman's presentation. Rebecca Craven moved to approve the agenda. Jim McCabe seconded. Motion carried.

Public comment: No comments.

Consent agenda: Jim McCabe requested clarification about the \$45,000 budgeted in Miscellaneous Revenue on the YTD report. Wendy responded that the majority is for Community Room rentals (the actual breakdown is \$30,000 Community Room rentals and \$15,000 in Lost/Damage fees). Kristy, referring to the Performance Measures, asked if the large program attendance number from April of 2020 (3,814) included a large event such as Whatcom READS. Bethany verified the statistic and reported that Virtual Storytimes accounted for the large number. Kristy Van Ness moved to approve the April 20, 2021 Regular meeting minutes and the April 2021 performance and activity measures and financial reports. Rebecca Craven seconded. Motion carried.

Board Chair report:

- Rick reported the Friends of the Library virtual Annual Meeting on Saturday, April 24 was an excellent, well-planned meeting. He thanked Jennie and the Friends for their support.
- Rick and Rebecca had their monthly meeting with Mayor Fleetwood on May 6.
- This afternoon, Rebecca will be providing a remodel tour to retired Trustees Rachel Myers, J. Gordon, and Marilyn Mastor.
- Next week will be the initial meeting of the Fundraising Committee – Rick, Kristy, Rebecca Judd and Annette.
- Rick suggested that the Board discuss, at the June meeting, when to begin holding in-person board meetings.

Board member reports: No reports.

City Council liaison report: No report.

Friends of Bellingham Public Library report: Jennie reported the Friends have begun to process books again. Village Books, prior to March 2020, donated the used books they were not going to sell in the store to the Friends. The Friends typically picked up donations daily from the store. Village Books recently delivered 20 boxes of books they had saved. The Friends gathered in a member's garage and worked to separate the donations into books to keep for sales and books to take to the Lighthouse Mission's Base Camp. They anticipate donations from Village Books will continue and they look forward to returning to the Library building.

Library Director report:

- Rebecca announced that today is Asian American and Pacific Islander (AAPI) Day Against Bullying and Hate and May is AAPI Heritage month. In support of this, the Library has been sharing information through social media and our eNewsletter. In addition, anti-racism reading lists are available and the Library is hosting a Solidarity Altar in the Sister Cities Japanese Garden on the Grand Avenue side of Central.
- Summer Reading kicks off June 1. Rebecca reminded everyone it is for all ages – children, teens and adults. A sneak peek of some of the Summer Reading materials is in the packet.
- We will restart circulating book club kits next week. Communication will be going out as soon as the service goes live.

Jim asked Jon if the move from ProQuest to Gale databases, mentioned in the Director's Report, includes business databases. Jon answered that Gale does not include Value Line but does have other business databases.

2021 City Revenue and Budget Outlook: Forrest Longman, Deputy Finance Director, provided a PowerPoint presentation to the Board (*for full presentation see Attachment #1 for City of Bellingham Updated 2021 Revenue Forecast; all attachments are located at the end of the minutes*).

Forrest's presentation included:

- The City began developing the initial 2021 budget forecast in August 2020 and finalized it in October 2020 when the economic situation was contracting. Because

of the dire outlook, measures were put into place to alleviate the impact, such as a hiring freeze and required furloughs.

- The budget forecast is largely based on Sales Tax and B&O Tax, since the other measures (Property Tax, Utility Tax and Other Revenue Sources) are more static. Many cities do not have the broad revenue distribution we have, which provides more stability.
- For a variety of reasons, including the expenditure reduction measures taken by the City, higher than expected tax revenue, destination sales tax and significant government intervention to counter COVID-19, the City was able to stop the furloughs after the 1st quarter of 2021 and lift the hiring freeze during the 2nd quarter.
- The City will be receiving \$21 million in aid from the American Recovery Plan Act that can be used for public health, negative economic impacts, premium pay, revenue recovery and infrastructure.
- Currently, it is anticipated that we will not have to use financial reserves for 2021-2022.

Rick asked if there will be a mid-biennium adjustment process this year. Forrest responded that they will be reaching out to departments in July with information about what types of mid-biennium projects will be considered, with the goal of taking the adjustments to City Council for consideration in October.

Facility project & reopening timeline: Rebecca provided the following information:

- The elevator project has again experienced delays, but there is an L&I inspection scheduled for May 27.
- ITSD: there are many moving parts including weekly ITSD meetings, updating staff computers, onboarding a new server, and new self-check software. Rebecca thanked Doug Dickinson and Paul Leeson for their ongoing efforts.
- Public Services operations, and over 10,000 holds, have moved upstairs. The Children's Library is being reassembled.
- Public Works has been methodically tackling a lengthy punch list of projects.
- The Governor's June 30 opening announcement, and the new CDC mask/social distancing guidelines, are being considered as part of the Library's reopening plans.
- The reopening timeline has been difficult to outline, but Rebecca proposed a Monday, June 7 Central reopening at 50% occupancy, with limited curbside service hours still available. We are waiting for the local health department to issue guidance on masks and social distancing.
- Rebecca recommends a June 30 (or July 1, depending on the date the City chooses for opening City buildings) opening for the branches. It is premature to finalize open hours as more information is needed to make decisions.
- Rebecca will be presenting to City Council on Monday, May 24, providing information on the Library's COVID response and reopening plans, including dates.
- Three vacant positions will necessarily impact the number of hours we can reopen. Because the City just unfroze hiring, there is a long city-wide selection queue that will take many months to work through.

Rick, considering the supplemental *Rules of Conduct during COVID-19* policy approved at April's meeting, asked if any items will need to be changed with the new guidelines. Jen responded that changes will be needed but we first need local and state guidance. Rick added that typically the Board approves any changes to policy, but because of the time-

sensitive and temporary nature of these changes, including decisions on open hours, he suggested that the Board allow Rebecca latitude to make these decisions. After discussion, Rebecca Craven moved to allow the Director discretion to make any needed policy changes to the supplemental *Rules of Conduct during COVID-19* policy and to determine temporary hours of operation for Central and the branches. Jim McCabe seconded. Motion carried.

Facilities & service planning:

- Rick reported the Facilities Committee will be meeting to wrap up the remodel project and to begin preliminary talks on what we would like to see come next. They will report back to the Board.
- Rick and Rebecca will be meeting with northside representatives, including Hannah Stone (City Council member for Ward #1), in early August. The goal of the meeting is to begin preliminary talks to first define what the service needs are, and then to determine how to best supply those services.

New Business:

- In-person meeting discussion.

Meeting adjourned at 4:35 p.m.

Next Regular Library Board Meeting – June 15, 2021 – Zoom meeting – 3:30 p.m.

Chair, Library Board of Trustees

ATTEST
Secretary, Library Board of Trustees

Attachments:

- Attachment #1: City of Bellingham Updated 2021 Revenue Forecast

City of Bellingham Updated 2021 Revenue Forecast



Significant Government Intervention Countered COVID-19

- \$5.7 trillion in stimulus spending related to COVID-19
- \$800+ billion in direct payments to individuals
- Ongoing payments to families through Dec '21
- PPP, unemployment support, historically low borrowing rates, tax breaks

Real Disposable Personal Income & Real Personal Consumption



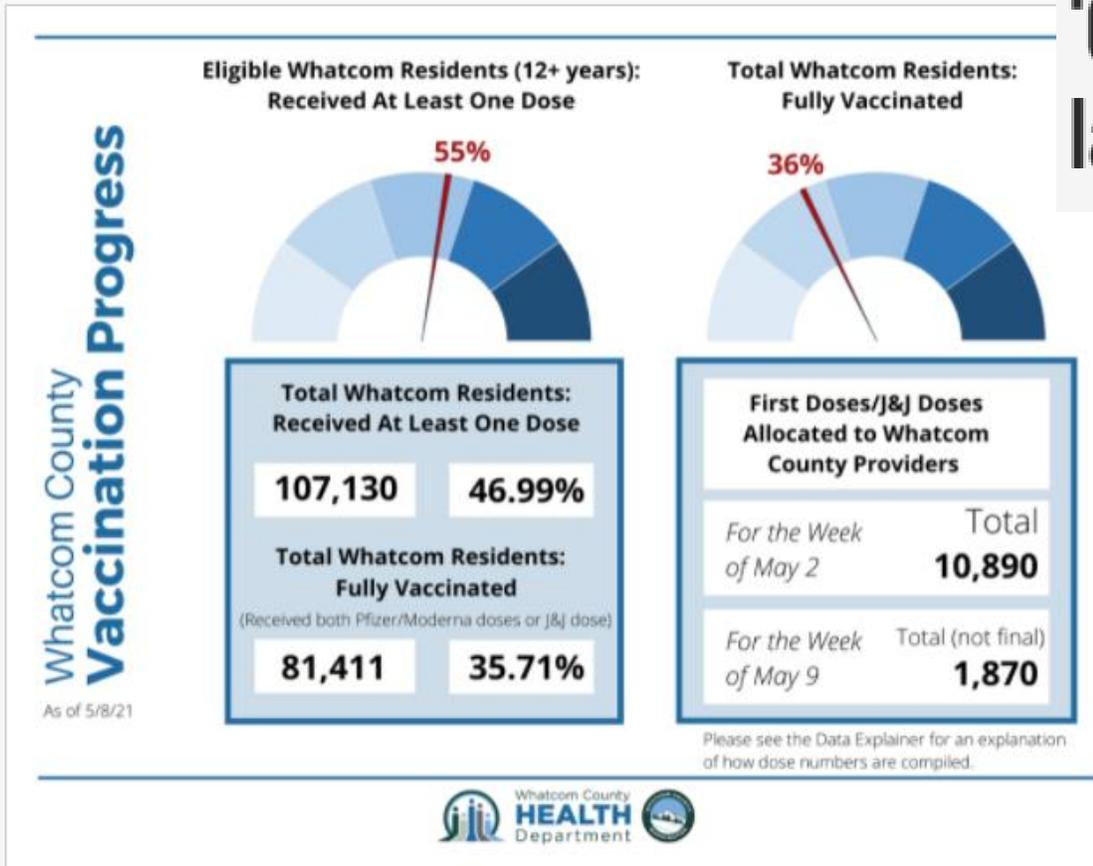
Source: U.S. Bureau of Economic Analysis/FRED

Further Growth on Horizon

Washington on track to fully reopen by June 30, Inslee says

On May 18, all counties will be in Phase 3. Washington will fully reopen June 30 unless 70% of people over 16 initiate vaccination before then.

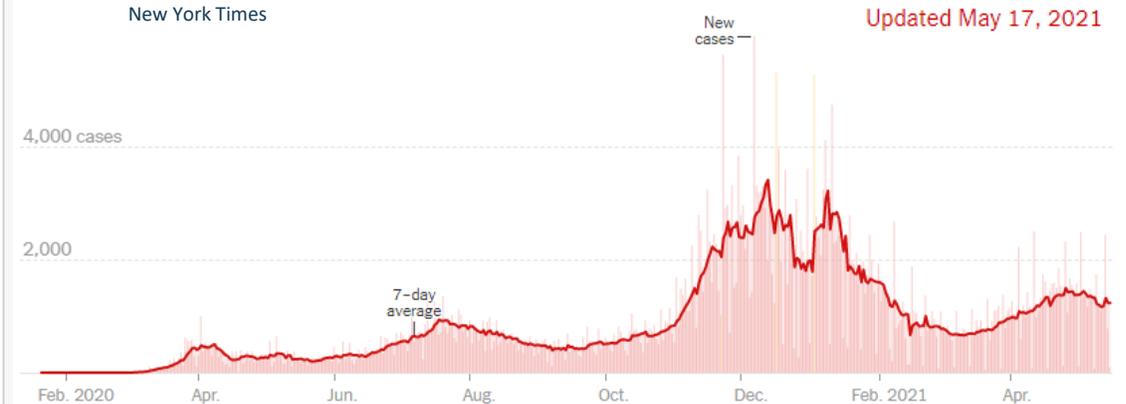
'Great day for America': Vaccinated can largely ditch masks



New reported cases

New York Times

Updated May 17, 2021



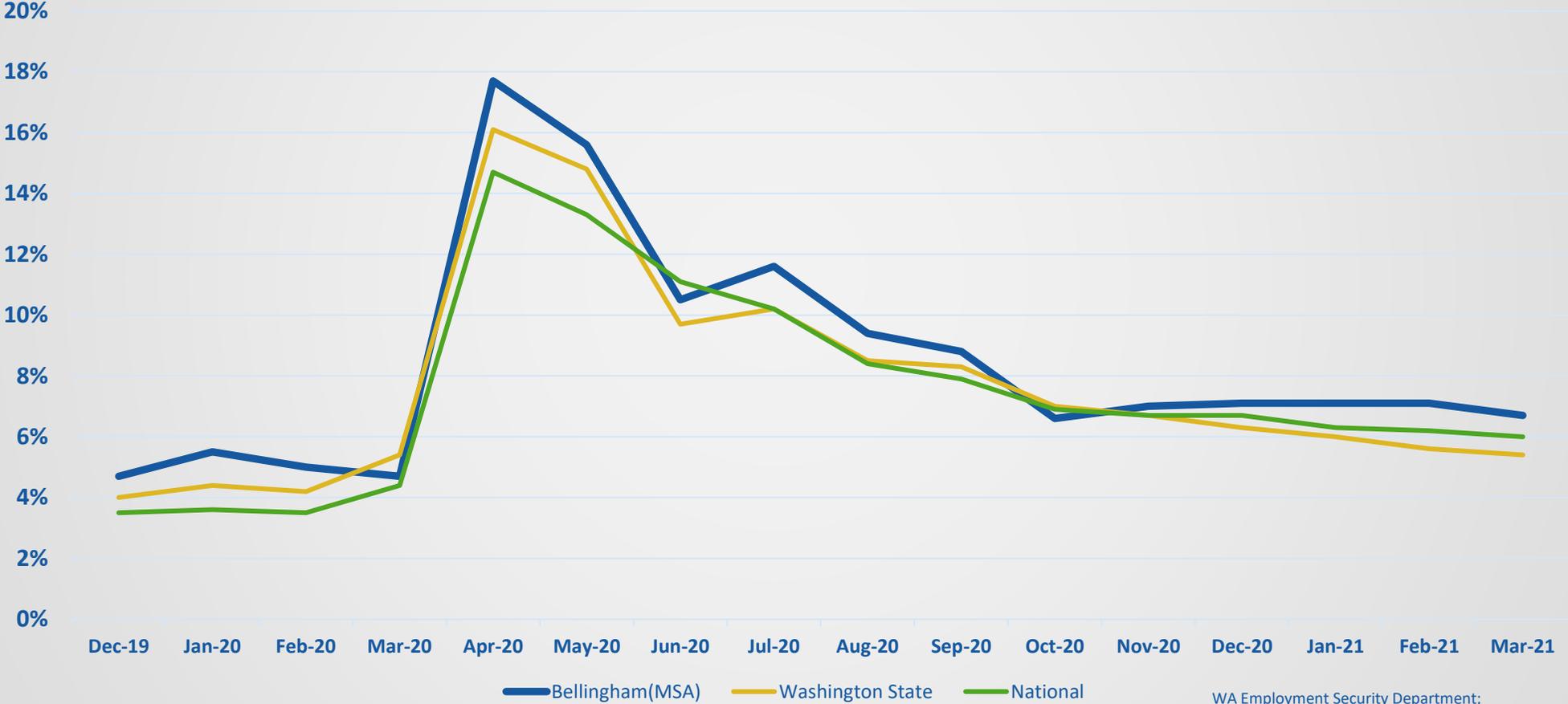
Tests

Hospitalized

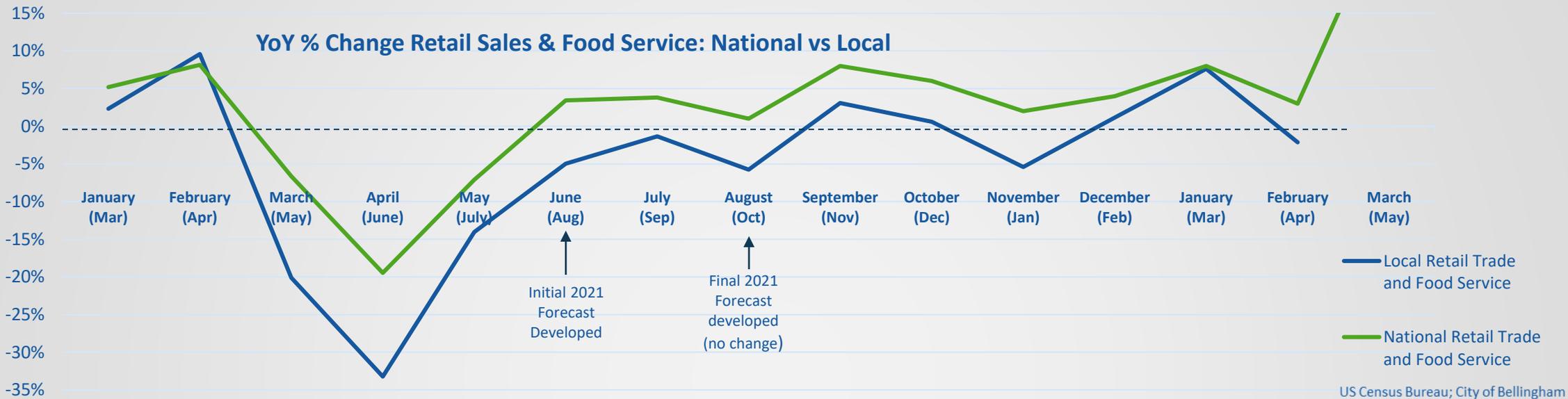
Deaths



Unemployment: Local vs National

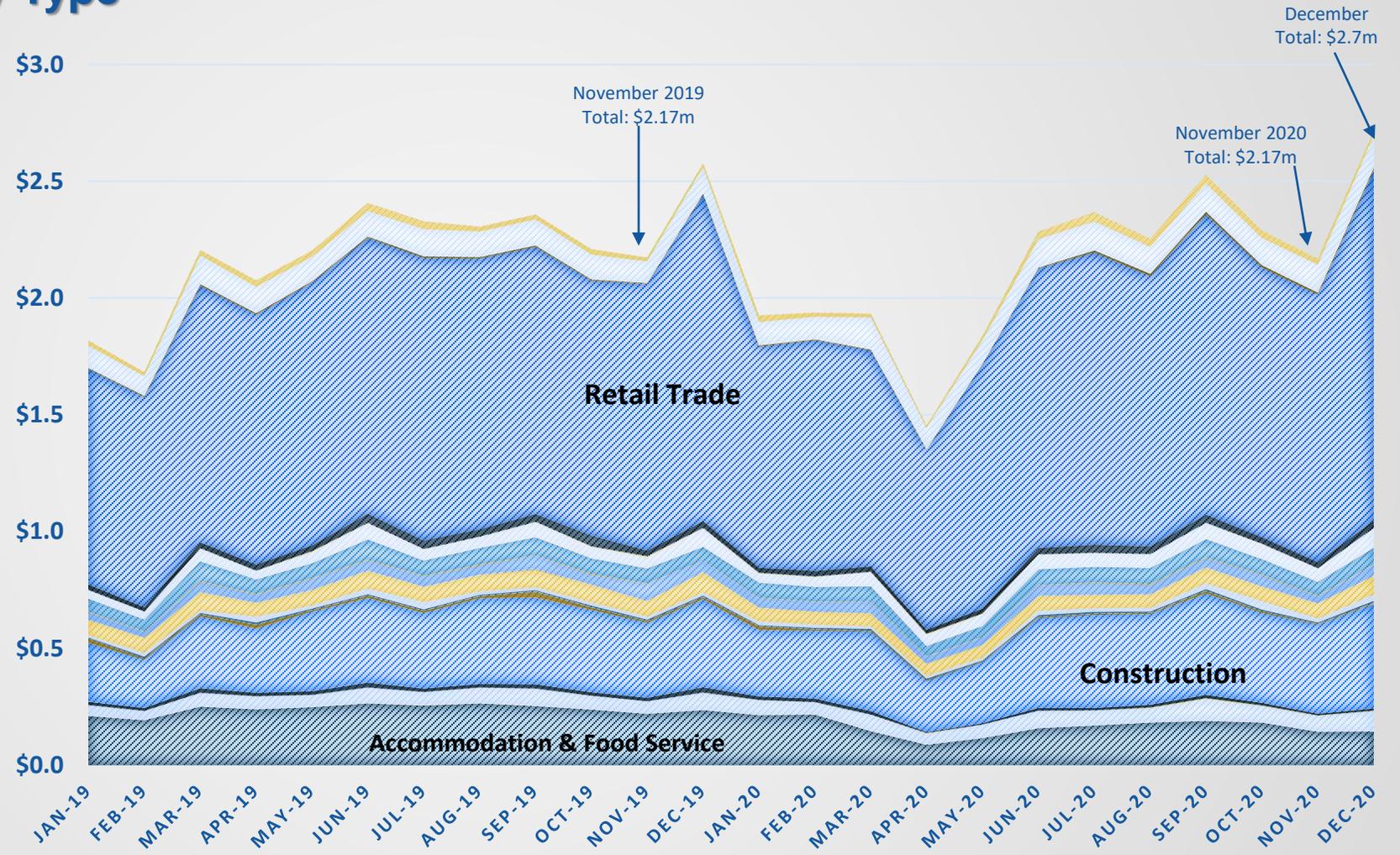


WA Employment Security Department;
US Bureau of Labor Statistics

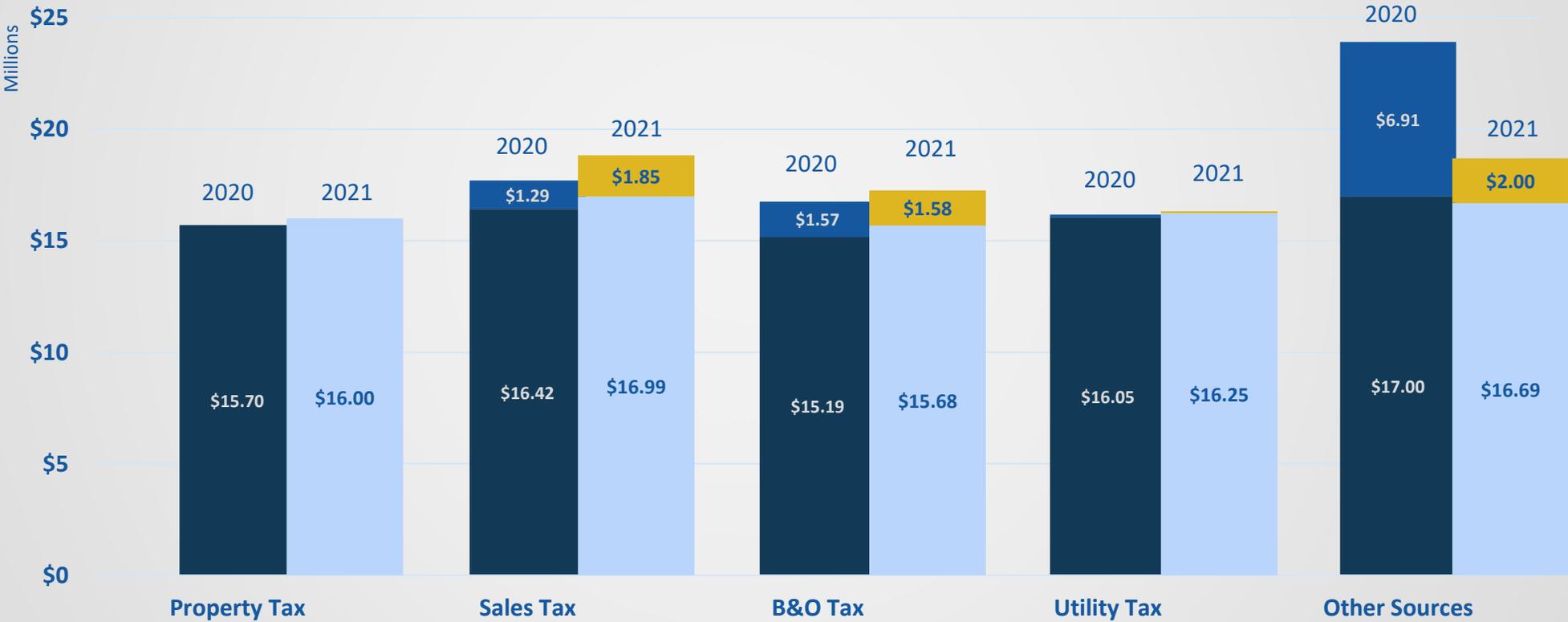


Sales Tax Revenues by Type 2019-2020

- Shown in month of retail activity (not collection)
- About 10% of retail trade is also tied to construction
- Motor vehicle sales represents the largest portion of retail trade at 23-25%



Expectations vs Reality



General Fund 2021-2022 Outlook

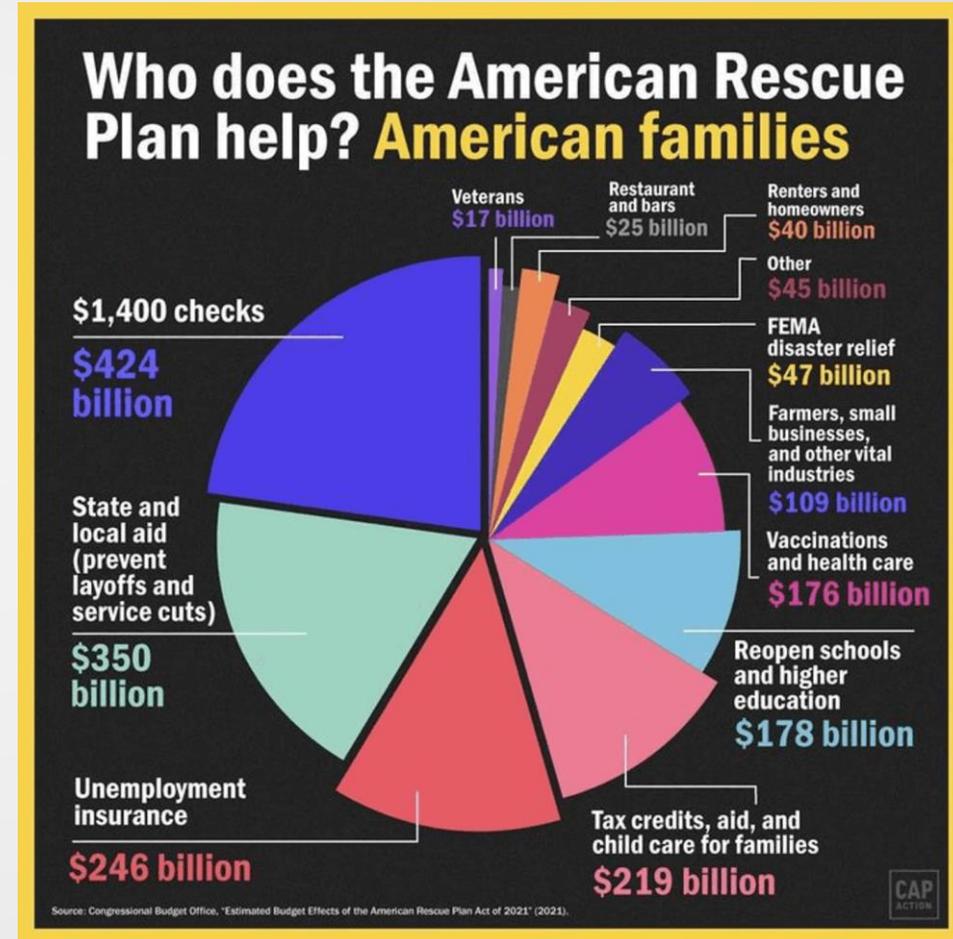
- Projecting much more positive outlook.
- Outstanding budget items to come forward in the coming months:
 - Clean-up costs related to City Hall encampment and other unforeseen homelessness-related costs: \$50,000-100,000?
 - Unfreezing of positions as needed.
- City to receive \$21 million of ARPA funding.

	2021 Forecast	2022 Forecast
Beginning Reserve Balance	32,200,000	31,961,000
	-	-
TAXES	69,206,000	71,556,000
LICENSES AND PERMITS	897,000	879,000
INTERGOVERNMENTAL REVENUE	4,071,000	3,071,000
CHARGES FOR GOODS AND SERVICES	11,145,000	11,702,000
FINES AND PENALTIES	488,000	474,000
MISCELLANEOUS REVENUE	988,000	968,000
TOTAL REVENUE	86,794,000	88,649,000
NON-EXPENDITURES	172,000	172,000
SALARIES AND WAGES	45,672,000	48,166,000
PERSONNEL BENEFITS	15,944,000	17,184,000
SUPPLIES	2,394,000	2,424,000
OTHER SERVICES AND CHARGES	22,885,000	21,285,000
TOTAL BUDGETED EXPENSE	87,067,000	89,231,000
	-	-
<i>Net Change</i>	(273,000)	(582,000)
Ending Reserve Balance	31,961,000	31,379,000

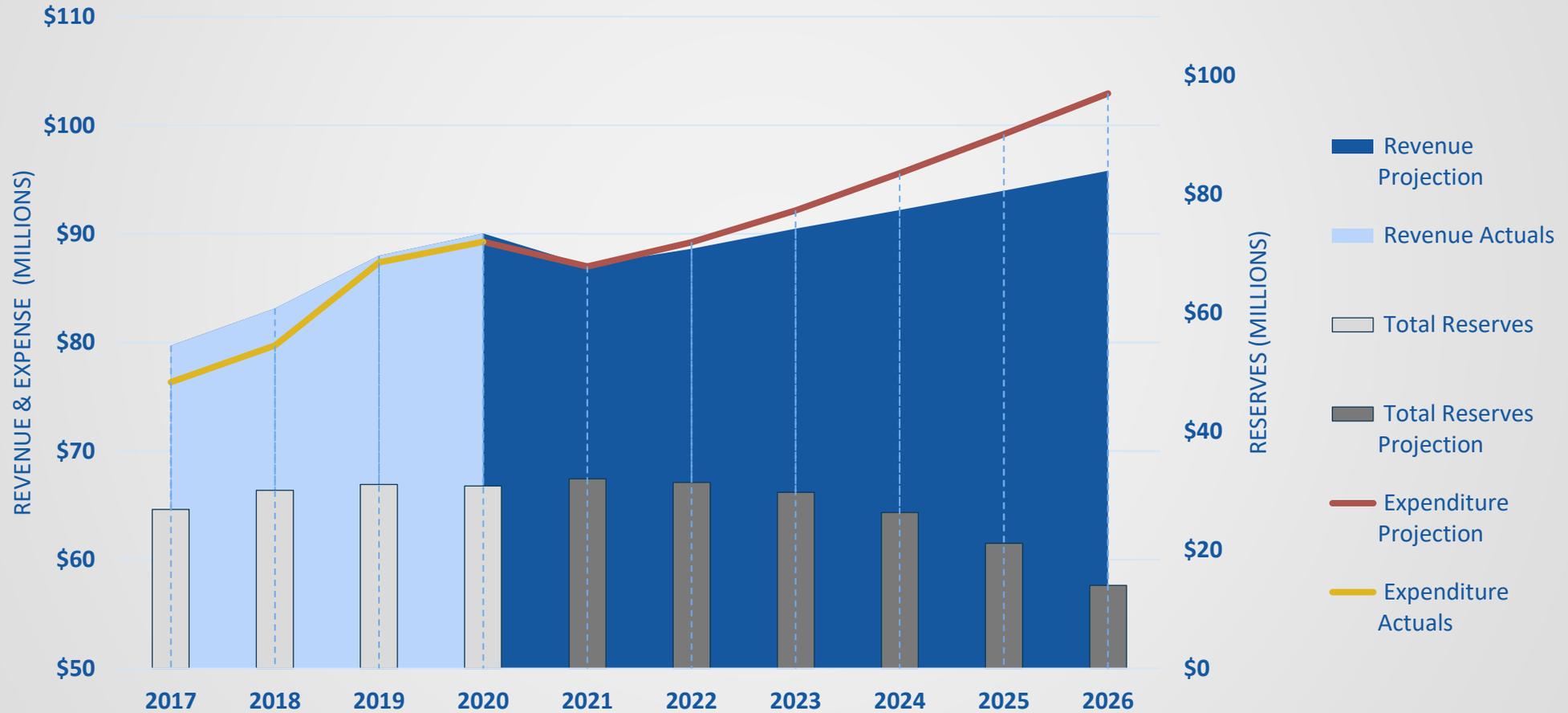
American Recovery Plan Act - \$21 M – Many Requirements

Allowable Uses:

- Public Health
- Negative Economic Impacts (including investment in certain underserved areas)
- Premium Pay
- Revenue Recovery (for government services)
- Infrastructure (water, sewer, broadband)



Long-Term General Fund Outlook



Questions?

Presentation and additional reports available at:
<https://www.cob.org/gov/dept/finance/pages/reports.aspx>



**Bellingham Public Library
Performance & Activity Measures, 2021**

			Year to Date		% of change YTD
	May-21	May-20	2021	2020	
Holdings - Number of materials in the library's collection					
Physical copies added to the collection	1,813	4	10,545	7,653	37.79%
Electronic copies purchased by BPL	95	157	554	619	-10.50%
Physical copies withdrawn from collection	(762)	(1)	(11,807)	(8,061)	46.47%
Total physical holdings			168,780	180,783	-6.64%
Total electronic holdings in Consortium available to BPL			109,482	91,679	19.42%
Total Holdings (Physical and Electronic)			278,262	272,462	2.13%
Circulation - Number of items checked out or renewed; includes Interlibrary Loan and Outreach activity					
Central Library					
Adult	32,849	347	165,383	153,408	7.81%
Youth	26,225	68	125,855	126,361	-0.40%
Sub-Total Central	59,074	415	291,238	279,769	4.10%
Fairhaven Branch					
Adult	14	1	108	20,346	-99.47%
Youth	4	0	38	7,268	-99.48%
Sub-Total Fairhaven	18	1	146	27,614	-99.47%
Barkley Branch					
Adult	13	3	70	16,559	-99.58%
Youth	9	0	51	10,838	-99.53%
Sub-Total Barkley	22	3	121	27,397	-99.56%
Bellingham Technical College					
Adult	0	0	0	202	-100.00%
Youth	0	0	0	60	-100.00%
Sub-Total BTC	0	0	0	262	-100.00%
Whatcom Community College					
Adult	0	0	0	866	-100.00%
Youth	0	0	0	222	-100.00%
Sub-Total WCC	0	0	0	1,088	-100.00%
Western Washington University					
Adult	0	2	0	1,864	-100.00%
Youth	0	0	0	1,225	-100.00%
Sub-Total WWU	0	2	0	3,089	-100.00%
Online Services					
Kanopy	1,707	2,131	9,568	7,362	29.96%
WA Anytime Library Overdrive	29,575	33,055	149,705	139,218	7.53%
Overdrive Mags	1,824	3,772	17,388	16,400	6.02%
Sub-Total Online	33,106	38,958	176,661	162,980	8.39%
Total Circulation	92,220	39,379	468,166	502,199	-6.78%
Holds Activity					
Items placed on hold shelf	57,113	0	266,064	125,375	112.21%
Services					
Persons Visiting - Number of persons counted as they enter the libraries or visit remote website					
Central Library					
Curbside Service	7,370	0	35,260	0	
Adult	0	0	0	101,447	-100.00%
Childrens	0	0	0	25,134	-100.00%
Fairhaven Branch	0	0	0	16,695	-100.00%
Barkley Branch	0	0	0	10,936	-100.00%
Total Persons Visiting	0	0	0	154,212	-100.00%
Website Visits	32,657	18,856	175,853	168,519	4.35%
This count reflects number of visits to www.bellinghampubliclibrary.org					
Bibliocommons Visits	10,781	4,350	51,550	46,302	11.33%
This count reflects number of visits to Bibliocommons					
Total Website Visits	43,438	23,206	227,403	214,821	5.86%
Computer Usage - Number of sessions					
Central Library					
Adult & Teen (30 terminals)	0	0	0	12,817	-100.00%
Childrens (3 terminals)	0	0	0	363	-100.00%
Fairhaven Branch (6 terminals)	0	0	0	1,193	-100.00%
Barkley Branch (4 terminals)	0	0	0	782	-100.00%
Total Computer Sessions	0	0	0	15,155	-100.00%
New Borrowers Registered					
Central Library	244	155	1,522	1,765	-13.77%
Fairhaven Branch	0	0	2	130	-98.46%
Barkley Branch	0	0	0	93	-100.00%
Total New Borrowers Registered	244	155	1,524	1,988	-23.34%
Programs - Library sponsored or co-sponsored educational, recreational, or cultural programs					
Programs	75	49	315	339	-7.08%
Attendees	414	2,282	3,979	11,584	-65.65%
Volunteer Hours	0	874	0	2,677	-100.00%

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MAY 2021 CLAIMS

LIST OF CLAIMS AGAINST THE BOARD OF LIBRARY TRUSTEES AND THE CITY OF BELLINGHAM TO BE CONSIDERED AND APPROVED AT THE REGULAR BOARD MEETING OF JUNE 15, 2021, IN ACCORDANCE WITH RCW 27.12.210 AND 27.12.240.

	VENDOR	AMOUNT
Supplies		
Books; DVDs; PPE supplies; microwave	Amazon.com	711.08
Books	Baker & Taylor	18,310.87
Security Clothing logos	Bergen Embroidery	62.61
Books	Center Point Large Print	97.70
Tripp Lite	CDW	184.58
PPE supplies	City of Bellingham Warehouse	416.48
Water @ Central	Crystal Springs	69.30
Labels	Demco	36.86
Periodicals	Ebsco Subscription Services	(3,800.91)
Books	Floating Bridge Press	12.00
Mendery cleaner	Fred Meyer	13.02
Key boxes	Global Industrial	317.28
Shelving unit	Higher Plane Cabinetworks	2,021.82
First Aid kit	Home Depot	155.29
DVDs, CDs, recorded books	Midwest Tape	7,117.35
Office supplies; bulletin board; anti-fatigue mats	Office Depot	850.49
eBooks, audiobooks	Overdrive Inc	16,044.60
Truck fuel	Reisner Distributor	124.04
Curbside service bags	Webstaurant	916.92
	SUPPLIES Sub Total	\$43,661.38
Other Services and Charges		
Book processing	Baker & Taylor	5,068.82
Banking & credit card fees	City of Bellingham Interfund	2.05
Computer replacement allocation	City of Bellingham Interfund	8,310.30
Facilities Services	City of Bellingham Interfund	48,661.09
Fleet Services	City of Bellingham Interfund	520.83
Mailroom allocation	City of Bellingham Interfund	1,970.08
Purchasing Services	City of Bellingham Interfund	121.78
Risk Management	City of Bellingham Interfund	5,812.33
Technology replacement allocation	City of Bellingham Interfund	1,449.33
Telecom Services	City of Bellingham Interfund	1,030.00
Water cooler rental	Crystal Springs	9.77
CD & DVD processing	Midwest Tape	1,066.08
Security Software	Ninite	20.00
Copier lease and copies	Oasys Inc.	877.97
ILL & tech services	OCLC	2,167.63
Barkley operating costs	Talbot Services LLC	533.33
Microfische machine lease	Technology Unlimited	339.14
Hotspot service	Verizon Wireless	800.20
Online scheduling	WhenToWork	440.00
	OTHER SERVICES AND CHARGES Sub Total	\$79,200.73

BELLINGHAM PUBLIC LIBRARY
Board of Library Trustees

MAY 2021 CLAIMS

Gift Fund

Discover Pass backpacks & CDs	Amazon.com	48.80
Books	Baker & Taylor	221.90
Technology replacement allocation	City of Bellingham Interfund	2.17
Displays	Displays2Go	916.21
Discover Pass backpacks	International Promotions	60.00
Wayfinding	Katrina Lyon Designs	1,760.00
Summer Reading cards	Lynden Tribune	1,247.59
CDs	Midwest Tape	11.40
Anti-racist reading digital materials	Overdrive	607.22
Discover Passes	State of Washington Parks	43.28

GIFT FUND OUTLAYS Sub Total \$4,918.57

TOTAL GENERAL FUND CLAIMS \$122,862.11

TOTAL CLAIMS \$127,780.68

Library - Budget to Actual - General Fund

MAY 42% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Grants	5,626	0		
Charges for Goods and Services	0	22,100	22,100	0%
Fines and Penalties	79	(0)	(79)	
Miscellaneous Revenue	1,252	45,000	43,748	3%
Total Revenue	6,957	67,100	60,143	10%
Expenses				
Salaries and Wages	1,004,166	2,491,701	1,487,535	40%
Personnel Benefits	450,155	1,129,660	679,505	40%
Supplies	292,544	718,950	426,406	41%
Other Services and Charges	375,063	1,016,146	641,083	37%
Other Machinery & Equipment	0	65,188	65,188	0%
Total Expenditure	2,121,928	5,421,645	3,299,717	39%

Library - Budget to Actual - Gift Fund

MAY 42% YTD

	YTD Actuals	Budget	Remaining	% Complete
Revenues				
Donations	51,145	50,000	(1,145)	102%
Total Revenue	51,145	50,000	(1,145)	102%
Expenses				
Gift Fund expenses	175,615	223,302	47,687	79%
Total Expenditure	175,615	223,302	47,687	79%



DIRECTOR'S REPORT FOR June 15, 2021

After 448 days, our Library doors are open once again. We have been met with joy, tears, and almost unilateral acclaim for the newly refreshed main floor. Kudos and sincere gratitude to our team who worked tirelessly to prepare for the reopening. As Alison Kuiken exclaimed at closing time on Monday, June 7, "We did it!" Yes, we did. (Rebecca Judd, Library Director)

WELCOME & INCLUDE



Opening our doors: When the clock flashed 10 am on June 7, we welcomed a line of people outside waiting to come in. It was amazing to see and talk to so many of our patrons in person again. Traffic has been flowing smoothly through the space and the public has been very understanding about our limited occupancy. We're working through the expected and unexpected bumps in reopening and are happy to report that most have been minor and easily resolved. We will continue to bring processes back online as we transition to more normal operations. Preparations are underway for the anticipated branch reopening on July 1. (Jen Vander Ploeg, Head of Public Services and Operations)

Library Clerk Lesley Norman welcomes children into the Library on June 7

Wayfinding: Central Library Main Floor signage is now in the fabrication stage and is estimated to be ready for installation at the end of July. Temporary signage was installed for the June 7 reopening. (Annette Bagley, Head of Community Relations)

Candice Wilson visits Library staff: Candice Wilson, Executive Director of the [Lhaq'Temish Foundation](#), spoke with Library staff about the important work of the Foundation, tribally chartered by the Lummi Indian Business Council, and shared experiences from the past year. It was a conversation that fostered shared learning and closer ties between the Lummi community and the Library as we open our doors and begin to move forward out of the pandemic. (Rebecca Judd, Library Director)

ACCESS & OPPORTUNITY

Housing Lab: Public Services Librarian Suzanne Carlson-Prandini is coordinating with the Opportunity Council's Whatcom Homeless Service Center to host outdoor pop-up Housing Labs at the Central Library beginning in July. The Housing Lab will pop-up weekly at numerous locations around town to provide information, assistance, and light case management to community members regarding housing related concerns and needs. (Bethany Hoglund, Deputy Library Director)

Long overdue items: Beginning July 1, long overdue Library items will be charged a replacement fee, a standard process that was paused while our buildings were closed. The restart of this process was communicated in June's newsletter and direct communication will be provided to patrons who have long overdue items, encouraging them to return the items as soon as possible. Should a patron be charged for the item, the charges will be removed once the item is returned. (Bethany Hوجلund, Deputy Library Director)

READ & LEARN



Summer Reading class visits and book talks: Teen Services Librarian Jennifer Lovchik and Children's Services Librarian Bernice Chang both recorded video book talks for Bellingham School District students that are being shared by school librarians to promote Summer Reading. Bernice recorded 16 book talks for elementary students and Jennifer recorded 32 for middle and high school students. Additionally, Children's Programming Specialist Mande Palmer conducted outdoor class visits at Happy Valley Elementary with their kindergarten classes. (Bethany Hوجلund, Deputy Library Director)

Virtual author visit: On June 2, Village Books and Bellingham Public Library welcomed Young Adult authors Tahereh Mafi and Marie Lu via a virtual author visit. Claire McElroy-Chesson, Events Coordinator at Village Books, welcomed the guests, and Teen Services Librarian Jennifer Lovchik introduced them to the audience. The event had approximately 92 attendees and lasted one hour. Jennifer reports, "It was absolutely wonderful to listen to these two amazing authors talk to each other and take questions from the enthusiastic audience. Claire and I look forward to partnering more in the future." (Bethany Hوجلund, Deputy Library Director)

All Dressed Up on display: Whatcom Museum has filled the display case in the Central Library stairway with a collection of vintage hats representing their current exhibition "All Dressed Up," highlighting a selection of historical garments from the Museum's collection spanning the 1800s through the mid-twentieth century. The exhibit runs through Oct. 31 in the Museum's Old City Hall Building. It is open Thurs – Sun, noon – 5 p.m. (Annette Bagley, Head of Community Relations)



Gale database contract: We are in the process of converting our current Statewide Database Licensing contract for ProQuest databases to the new slate of Gale databases. There have been several information sessions about the Gale package to inform libraries about the new offerings, and we are well underway with mapping out what changes will be needed on the website. We're still waiting for the actual sign-up process to begin, though, so there is some doubt as to whether or not we'll be able to provide working links to the Gale databases right on July 1 when access to the ProQuest databases is expected to end.

Overdrive to acquire Kanopy: Consolidation in the library service market continues. The week of June 7 saw the announcement that Kanopy, our streaming video service, is going to be purchased by Overdrive, our ebook/eaudiobook/emagazine platform. Overdrive also supplies streaming video services due to their purchase of RBDigital last year. (Jon McConnel, Head of Digital Services)

INFORM & INVOLVE



On June 3, we held a Ribbon Cutting ceremony on the Central Library main floor with the Mayor, Board of Trustees, Public Works and RMC Architects to officially mark the end of the remodel and the reopening of the building. The photo was used to publicize our reopening. Our thanks to everyone involved. (Annette Bagley, Head of Community Relations)

Pictured L to R: **Brad Cornwell (RMC Architects), Carol Rofkar (City of Bellingham Public Works), Lexie Costic (RMC Architects), Kristy Van Ness (Library Board of Trustees), Rebecca Judd (Library Director), Seth Fleetwood (City of Bellingham Mayor), Rick Osen (Library Board of Trustees Chair), Rebecca Craven (Library Board of Trustees), Vernon Damani Johnson (Library Board of Trustees), Jim McCabe (Library Board of Trustees Vice Chair), Hollie Huthman (City Council), Mike Henry (Bellingham Regional Chamber of Commerce)**

June 7 Reopening communications: Our Central Library reopening plan was announced in phases. The first message announcing the June 7 date was delivered by Rebecca to City Council on Monday, May 24, followed by an email to all patrons that evening and a Facebook post. The second message was released on June 4 by email, news release, Facebook and Twitter, containing specific details about hours and services to be available on June 7. Numerous positive responses were received. The Facebook post had a reach of 4,165 with 596 engagements and 155 likes. (Annette Bagley, Head of Community Relations)

Remodel/Reopening media coverage – On May 26, the Bellingham Herald ran a front page feature story [New-look Bellingham library is accessible, digital-friendly | Bellingham Herald](#), followed by positive editorial cartoon on Sunday May 30. The Cascadia Weekly ran a story on Wednesday, June 2 https://www.cascadiaweekly.com/cw/currents/read_all_about_it. (Annette Bagley, Head of Community Relations)



Summer Reading video: To kick off Summer Reading on June 1, BTV produced another great video [Summer Reading at the Bellingham Public Library! - YouTube](#). It stars Bethany, Bernice and Children's Library regulars Yujina, Snow, Lyla, Chance and Gage. (Annette Bagley, Head of Community Relations)

Teen Advisory Board (TAB): Teen Services Librarian Jennifer Lovchik is putting together a Teen Advisory Board to help shape Library service to Teens, specifically programming. Jennifer is currently taking applications for this advisory committee and plans to begin meeting in July. The group will meet virtually every month. (Bethany Hoglund, Deputy Library Director)

Website stats: Google Analytics reports for May 2021 showed a significant increase in year over year usage. BellinghamPublicLibrary.org had a 61.33% increase in pageviews with 52,920 in May 2021 vs 32,803 in May 2020, while Bellingham.Bibliocommons.com showed a 204.43% increase

with 275,651 pageviews in May 2021 vs. 90,546 in May 2020. (Annette Bagley, Head of Community Relations)

Facebook stats: Our focus on Asian American Pacific Islander (AAPI) Heritage Month throughout May was positively received on Facebook, leading to a total reach of 17,791 for the month, with 1,414 engagements. (Annette Bagley, Head of Community Relations)

THRIVE & GROW



Main Floor renovations: The renovation is largely complete and the public response to the updated space has been overwhelmingly positive. The public elevator passed safety inspections just in time for our reopening to the public, and the punch list for that project is underway. (Jen Vander Ploeg, Head of Public Services and Operations)

Supervisor Alison Kuiken prepares to greet patrons on opening day

Collection projects: Collection Services is finished with the bulk of the relabeling and shifting projects that were needed for the Library to reopen. Other special projects underway now include restarting periodical subscriptions that had been paused during the closure, especially newspapers, and a shelf inventory that is finding and correcting substantial numbers of anomalies. (Jon McConnel, Head of Digital Services)

Technology at the Library: ITSD staff have continued to work extra hours to get our systems back up and running. Good progress has been made on several fronts, and we opened the Library with staff computers at the Help Desk and Security Desk, and catalog computers for patrons to do self-service lookups. Public access computers and self-check computers were not available on opening day. (Jon McConnel, Head of Digital Services)

Sorter updates: The sorter is working better than ever since a software patch was applied by the Denmark-based software team early on June 7. The issues that staff had been experiencing have almost entirely gone away. Thank you to Supervisor Alison Kuiken for coming in at 6 am on the Monday we opened to the public just in case the remote team needed on-site assistance (which they didn't). (Jon McConnel, Head of Digital Services)

Respectfully submitted,
Rebecca Judd